

PAAB EFILING CHEAT SHEET

<https://efile-paab.iowa.gov/>
or accessible through PAAB’s homepage: <https://paab.iowa.gov/>
by clicking on the “eFile” tab and select “eFile Log-in”

Table of Contents

TO CREATE AN ACCOUNT:..... 2

INITIATING AN APPEAL: 3

ACCESSING AN EXISTING APPEAL 5

TO FILE TO AN EXISTING APPEAL:..... 6

TO FILE A NOTICE OF ASSOCIATION: 8

TO FILE A NOTICE OF APPEARANCE: 10

TO CREATE AN ACCOUNT:

NOTE: You MUST have a user account (*i.e.* username and password) to use PAAB's e-Filing system.

NOTE: Your username and password are a part of your electronic signature. If a document requires a signature, then the document must be eFiled under the signatory's user's account (*i.e.* username and password). Documents should not be filed under the paralegal's or assistant's user accounts.

1. Click **Request Account** on login page.
2. Read and accept terms of "PAAB EFILING USER AGREEMENT."
3. Select user role (*i.e.* attorney, representative, self represented, non-filer).
4. If attorney or representative, select organization (*i.e.* your employer).
5. Complete User Profile.
 - * = required text boxes.
 - If attorney, add your bar number.
 - Non-attorneys will be assigned a unique ID #.
 - Alternative e-mails – when emails are sent, they can also be sent to the alternative email address (*i.e.* assistants, personal email account).
 - Passwords – at least 8 characters, mixture of numbers, upper and lower case letters and 1 special character. Change every 60 days.
6. Click **Submit**.
7. Click **OK**.
8. PAAB will process and approve your registration and then send you an email notification.

NOTE: You cannot file documents until your registration has been processed and approved.

INITIATING AN APPEAL:

NOTE: Appeal filing periods vary by jurisdiction and it is your responsibility to ensure your appeal is filed timely.

1. Log into PAAB's e-Filing system.
2. Click **New Appeal** or **eFile>New Appeal** from menu bar.
3. Complete the information on the Case Initiation page.
 - * = required text boxes.
4. When the Board of Review is selected, the selected Board of Review will automatically be added as a party to the appeal.
5. Click **Add Appellant** to add the name of the filing party.

NOTE: If you have a "Self-Represented" account, the Appeal will be automatically filed under your name, listing you as the Appellant. If you have an "Attorney" or "Representative" account, you will need to indicate the name of the Appellant on whose behalf you are filing the appeal.

6. Click **Next**
7. Click **View Generated Document** to review the filing.
 - If you need to make changes, click **Back**.
 - You may also **Move to Draft** and return to the filing later.
 - If no changes are needed, click **Next**.
8. After clicking **Next**, you will be taken to the Review and Approve Filing page.
9. Click **Add/Remove Documents** if you wish to attach any documents to your Appeal.
 - Click **Browse** to find the document on your computer.

NOTE: Document MUST be a PDF.

- Click **Add**.

NOTE: You can view the document by clicking on the document name in the "View Document" column.

NOTE: If you added the wrong document, click on the document icon in the “Remove” column.

10. If you wish, you may enter any Special Filing Instructions for PAAB.
11. Review the Disclaimer.
12. Click **Submit the Filing**.
 - You can also **Cancel (Delete)**, go **Back**, or **Move to Draft**.
13. A pop-up email message from PAAB will appear which reads: “Your submission is complete. Click OK to file to PAAB.”
 - Or you can click **Cancel** and you will be returned to the review and approve filings page where your choices are **Cancel (Delete)**, go **Back**, or **Move to Draft**.
14. If you clicked **OK**, your filing will be submitted to PAAB and a message “Your Filing has been submitted” will appear.
15. Click on **Filing Status** or go to the home page and click on **My Filings** to review the status of your submission. Status may be viewed for 60 days, and can be downloaded so it can be printed or saved on your computer.
 - Once PAAB has approved your document(s), the **My Filings** page will show the assigned case number and that document(s) are **Filed**.
16. You and the Board of Review will receive an email notification confirming the filing.

ACCESSING AN EXISTING APPEAL

1. Log into PAAB's e-Filing system.
2. Click **Existing Appeals** or **eFile>Existing Appeal** from menu bar.
3. If you know the docket number for the appeal, enter the Docket Number (ex. 2015-077-01500A) into the text box and click **History**.
4. If you do not know the docket number for the appeal, click **Search Cases**.
5. Enter the name of a party in the **Case Title** text box and select the **All Cases** button. Click **Search**.
6. The search should produce a list of all appeals matching your search criteria. Click the **Docket Number link** to display the appeal history.

TO FILE TO AN EXISTING APPEAL:

1. Log into PAAB's e-Filing system.
2. Click **Existing Appeals** or **eFile>Existing Appeal** from menu bar.
3. Enter Docket Number (ex. 2015-077-1500A) into the text box and click **eFile**.
4. To add documents:
 - Select the document type (*i.e.* Motion, Brief, Exhibits - Proposed) from the drop-down menu.
 - Add additional text if necessary.
 - Click **Browse** to find the document on your computer.

NOTE: Document MUST be a PDF.

NOTE: There is a size limit of 30 MB per filing and 10 MB per document. If a document exceeds 10 MBs, you may need to split the document into multiple parts. If the filing exceeds 30 MBs, you may need to submit more than one filing.

- Click **Add**.

NOTE: You can view the document by clicking on the document name in the "View Document" column.

NOTE: If you added the wrong document, click on the document icon in the "Remove" column.

5. Click **Next** to start the submission process.
 - You can also go **Back**, or **Move to Draft**.
6. Click **Submit the Filing**.
 - You can also **Add/Remove Documents**, go **Back**, **Cancel (Delete)** the filing or **Move to Draft**.
7. A pop-up email message from PAAB will appear which reads: "Your submission is complete. Click OK to file to PAAB."
 - Or you can click **Cancel** and you will be returned to the review and approve filings page where your choices are **Add/Remove Documents**, **Back**, **Cancel (Delete)**, **Move to Draft**, or **Submit the Filing**.

8. If you clicked **OK**, your filing will be submitted to PAAB and a message “Your Filing has been submitted” will appear.
9. Click on **Filing Status** or go to the home page and click on **My Filings** to review the status of your submission. Status may be viewed for 60 days, and can be downloaded so it can be printed or saved on your computer.
 - a. Once PAAB has approved your document(s), the **My Filings** page will show that the document(s) are **Filed**.

NOTE: When the document is electronically filed, it will be served through the eFiling system on all other parties participating in the appeal electronically. You are responsible for ensuring all parties not participating electronically are served with the document through means authorized by PAAB rules. Please check the Notice of Electronic Filing to verify which parties will receive service of the documents electronically.

TO FILE A NOTICE OF ASSOCIATION:

NOTE: A Notice of Association is filed by a self-represented person to indicate his or her association with the appeal.

NOTE: Once a Notice of Association has been filed, the filer may receive automatic email notifications whenever a filing is made on the appeal.

1. Log into PAAB's e-Filing system.
2. Click **Existing Appeals** or **eFile>Existing Appeal** from menu bar.
3. Enter Docket Number (ex. 2015-077-01500A) into the text box and click **eFile**.
4. Select **Notice of Association** from the Document Type drop-down menu:
 - Add additional text if necessary.
 - Click **Add**.

NOTE: You will not be adding any documents to this filing.

5. Select the Participant Name to which you are associated. Click **Next**.
6. Add any additional documents to the filing, as desired. (See Instructions To File to An Existing Case, #4). Click **Next**.
7. Click **Submit the Filing**.
 - You can also **Add/Remove Documents**, go **Back**, **Cancel (Delete)** the filing or **Move to Draft**.
8. A pop-up email message from PAAB will appear which reads: "Your submission is complete. Click OK to file to PAAB."
 - Or you can click **Cancel** and you will be returned to the review and approve filings page where your choices are **Add/Remove Documents**, **Back**, **Cancel (Delete)**, **Move to Draft**, or **Submit the Filing**.
9. If you clicked **OK**, your filing will be submitted to PAAB and a message "Your Filing has been submitted" will appear.

10. Click on **Filing Status** or go to the home page and click on **My Filings** to review the status of your submission. Status may be viewed for 60 days, and can be downloaded so it can be printed or saved on your computer.
 - a. Once PAAB has approved your document(s), the **My Filings** page will show that the document(s) are **Filed**.

NOTE: When the document is electronically filed, it will be served through the eFiling system and no other service is required unless ordered by the agency.

TO FILE A NOTICE OF APPEARANCE:

NOTE: A Notice of Appearance is filed by an attorney/representative to indicate his or her appearance in the appeal.

NOTE: Once a Notice of Appearance has been filed, the filer may receive automatic email notifications whenever a filing is made on the appeal.

1. Log into PAAB's e-Filing system.
2. Click **Existing Appeals** or **eFile>Existing Appeal** from menu bar.
3. Enter Docket Number (ex. 2015-077-01500A) into the text box and click **eFile**.
4. Select **Notice of Appearance** from the Document Type drop-down menu:
 - Add additional text if necessary.
 - Click **Add**.

NOTE: You will not be adding any documents to this filing.

5. Click **Add** and enter the requested information. When complete, click **Save**.
6. Select the Participant Name for which you are appearing. Click **Next**.
7. Add any additional documents to the filing, as desired. (See Instructions To File to An Existing Case, #4). Click **Next**.
8. Click **Submit the Filing**.
 - You can also **Add/Remove Documents**, go **Back**, **Cancel (Delete)** the filing or **Move to Draft**.
9. A pop-up email message from PAAB will appear which reads: "Your submission is complete. Click OK to file to PAAB."
 - Or you can click **Cancel** and you will be returned to the review and approve filings page where your choices are **Add/Remove Documents**, **Back**, **Cancel (Delete)**, **Move to Draft**, or **Submit the Filing**.
10. If you clicked **OK**, your filing will be submitted to PAAB and a message "Your Filing has been submitted" will appear.

11. Click on **Filing Status** or go to the home page and click on **My Filings** to review the status of your submission. Status may be viewed for 60 days, and can be downloaded so it can be printed or saved on your computer.
 - a. Once PAAB has approved your document(s), the **My Filings** page will show that the document(s) are **Filed**.

NOTE: When the document is electronically filed, it will be served through the eFiling system and no other service is required unless ordered by the agency.